

Chaminade University
Caroline College and Pastoral Institute (CCPI)

Fall 2024 Course Syllabus
EN 91 Reading Improvement

Instructor: Katherine P. Mersai, M.Ed.
Class/Room: CCPI Building
Office Hours: Monday - Friday (12:00 pm - 1:00 pm) or by appointment
Email: katherine.mersai@chaminade.edu
Class Time: MTWTHF 10:00 am - 10:50 am
1:30 pm - 2:20 pm

COURSE DESCRIPTION:

This basic course in the key skills is necessary for the successful study and comprehension of academic textbooks. Skills highlighted are: building vocabulary through context clues, finding main ideas, determining significant details and relationships of ideas, outlining, understanding graphic material and interpreting figurative language. Weekly timed readings encourage increased proficiency. Enrollment is determined by performance on the reading placement test. Credit is not applicable for degree requirements. Credit/No Credit.

REQUIRED TEXT and MATERIALS:

- Cohen, S. (2014). 50 Essays: A Portable Anthology. 4th Edition
- Plastic Folder with 3 ring and Filler Paper
- Any college-level dictionary.
- Access to a computer with internet connection.
- A functioning email account.
- An active CCPI-Online account (Canvas).

Supplementary Materials:

- Various resources (handouts or online sites) will be provided by the instructor.

STUDENT LEARNING OUTCOMES:

Upon successful completion of this course, students will be able to:

1. Apply context skills in order to increase vocabulary.
2. Incorporate new vocabulary into writing assignments.
3. Demonstrate ability to use critical reading skills to identify main ideas, significant details, relationships (time order, cause and effect, comparisons and contrasts), and to differentiate between fact and opinion.
4. Use critical reading skills to analyze and synthesize different types of reading material.
5. Understand graphic materials.
6. Interpret figurative language.
7. Use scanning, skimming, and recall skills effectively.

8. Select and recode relevant key ideas using linear, visual or summary format (Ex. basic outlines, concept maps, Power Point, etc.).
9. Develop and apply an effective reading-study system in order to comprehend academic textbooks and be successful in reading and retaining information at Chaminade degree program level.

COURSE SCHEDULE & REQUIREMENTS:

See Activity Schedule.

METHOD OF EVALUATION & GRADING: Students will be evaluated and graded on the basis of exit slips, communication, journals, assessments, and projects/presentations. The following table explains the criteria and grading system that is used for this course.

CATEGORY	WEIGHT	TOTAL GRADE	POINT/LETTER
ASSIGNMENTS	25%	90 - 100% = A 80 - 89% = B 70 - 79% = C 60 - 69% = D 59% & BELOW = F	
COMMUNICATION	5%		
JOURNALS	10%		
ORGANIZATION	5%		
ASSESSMENTS	25%		
PROJECTS/ PRESENTATIONS	30%		

CREDIT HOUR POLICY:

The unit of semester credit is defined as university-level credit that is awarded for the completion of coursework. One credit hour reflects the amount of work represented in the intended learning outcomes and verified by evidence of student achievement for those learning outcomes. Each credit hour earned at Chaminade University should result in a minimum of 45 hours of engagement, regardless of varying credits, duration, modality, or degree level.

This equates to one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester. Direct instructor engagement and out-of-class work result in total student engagement time of 45 hours for one credit.

Specific Credit Situations

The minimum 45 hours of engagement per credit hour can be satisfied in fully online, internship, or other specialized courses through several means, including (a) regular online instruction or interaction with the faculty member and fellow students and (b) academic engagement through extensive reading, research, online discussion, online quizzes or exams; instruction,

collaborative group work, internships, laboratory work, practica, studio work, and preparation of papers, presentations, or other forms of assessment. This policy is in accordance with federal regulations and regional accrediting agencies.

How will we meet the credit hour policy?

This paragraph will outline how students will meet the required hours of engagement in our course through online/distance learning instruction and academic engagement. There are three components to the amount of time students will spend in a course:

- a. Class Lecture/Classwork Practice: 180 minutes a week x 15 weeks = 2,700 minutes (45 hours)
- b. Projects: 10 hours per project (reviewing, researching, revising, and publishing) x 4 projects = 40 hours
- c. Assessments: 1 hour x 7 assessments = 7 hours
- d. Final Exam: Half: 2 hours + 8 hours of study = 10 hours
- e. 33 hours/ 15 weeks = 2.2 hours each week will be for Reading/Studying/Homework.

MAKE UP TASKS: Make-up tasks must be pre-approved by the instructor and will only be allowed in cases determined to be emergencies or extenuating circumstances.

EXTRA CREDIT: Extra Credit may be given to students following the Institution Policy.

ROUNDING: Rounding will be utilized for the final grade only. The rounding up will occur for a grade with a decimal point of .5 or higher. For example, a final grade of 89.5 will round to 90. Any grade with a decimal point of .4 and below will be rounded down. For example, a final grade of 89.4 will round to 89. Decimal points up to two decimal places will be utilized for all non-final grades.

GRADE POSTING/RETURN OF ASSIGNMENTS: Grades for all assignments and projects will be returned to the student within 1-2 weeks of submission, depending on the assignment and the professor's workload.

ATTENDANCE

Students are highly encouraged to attend face to face meetings of their classes, not only because they are responsible for material discussed therein, but because active class participation by every student is essential to ensure maximum benefit for all members of the class. Students who miss a class should report to their instructor upon their return to inquire about making up the work missed. Students who know that they will miss class should inform their instructor in advance in order to obtain upcoming assignments. All assignments will be uploaded on Canvas for accessibility. Students are responsible for ensuring that assignments are submitted on time.

GROUP/TEAM ASSIGNMENTS: The instructor reserves the right to grant differing grades to members of a group/team on an assignment. This may be due to observed participation levels by each particular group/team member.

ACADEMIC DISHONESTY

Cheating

It includes, but not limited to, giving or receiving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grade, altering answers after an examination has been submitted, falsifying any official College record, or misrepresenting facts in order to obtain exemptions from course requirements.

Plagiarism

It includes, but not limited to, satisfying any academic requirement by submitting any document that has been copied in whole or part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that a reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved. At the instructor's discretion, a 0 may be given, depending on the severity of plagiarism. Students found guilty of academic dishonesty, including cheating and plagiarism, shall be liable to suspension or dismissal from CUH-CCPI. A student may request to challenge the infraction charged against him or her. The Office of the Dean of Student Services addresses all student misconduct.

Any student caught plagiarizing will receive a failing grade for the paper.

INCOMPLETE GRADES: The "I" or Incomplete Grade may be awarded at the instructor's discretion, subject to approval by the Department Director, to students engaged in passing work who due to reasons beyond their control, have yet to complete a small but essential part of the course work. This portion of the course work may consist of a final exam, a final research paper, and/or a final project. The unfinished work should be completed and submitted to the instructor as soon as practical, but no later than the middle of the following term. If there are extenuating circumstances that the instructor and Department Director agree are valid reasons for postponing completion of the course work from the end of the term for a maximum of 6 months. If the course work is not completed and submitted by the established deadline, the "I" will automatically be changed to an "F" grade in the student's official academic record.

TITLE IX: Please visit <https://chaminade.edu/compliance/title-ix-nondiscrimination-policy/> for more information.

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Spring 2024
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RELEASE FORM:

I, _____ am a student at Chaminade University- Caroline College and Pastoral Institute. I hereby agree to the use of any written materials and class projects of mine for the purpose of a class portfolio to be used for assessment and student learning outcomes.

Student (print and sign)

Date

COURSE SYLLABUS: UNDERSTANDING & AGREEMENT

I, _____ am a student at Chaminade University- Caroline College and Pastoral Institute. I understand and approve of the expectations and regulations set by the EN 91 Reading Improvement course outline and syllabus.

Student (print and sign)

Date

PLEASE RETURN TO THE INSTRUCTOR